

ILCC News



Newsletter of the Illinois Liquor Control Commission

Greetings from the Executive Director



Hello Spring! Temperatures are rising, covid rates are falling, and with that comes a natural desire to head outside to get some much-needed fresh air. This is especially true for our licensees who were waiting for warmer weather to finally hit so they could have the opportunity to take advantage of any outdoor dining privileges granted to them by their local municipalities as well as those licensees that are planning outdoor special events.

Municipalities wishing to do “wine walks” or any event that involves the public consuming of alcohol while visiting shops within their business districts, must ensure that each establishment participating in the event has their own, separate, and individual liquor license. The same rules about over consumption apply, as they do with any establishment that serves alcohol to the public.

In Illinois, all alcohol servers and those who check identification for alcohol sales are required to take a BASSET (Beverage Alcohol Sellers and Servers Education and Training) certification course. The BASSET program is designed to train servers and staff on how to detect signs of intoxication in patrons, help prevent driving under the influence, how to properly identify fake identification to stop underage drinking, all of which creates safer communities for us all. It also educates owners, managers and other staff on Illinois laws such as dram shop insurance as well as local ordinances regarding alcohol service.

If visible signs of intoxication are observed in a patron, it is the duty of the licensee and their employees, to cut off service to prevent the intoxicated patron from getting behind the wheel. Illinois liability laws may hold the licensed establishment responsible for any harm incurred to life or property due to an intoxicated driver. Protect yourself by protecting others in the community.

We at the ILCC hope that Spring 2022 is safe and prosperous for all our licensed establishments. Should you have BASSET related and/or general questions, please contact us at LCC@illinois.gov or LCC.Basset@illinois.gov.

Lisa Gardner
Executive Director

Division News

CHEERS FROM PEERS

Tara Womack 2

LICENSING

Upcoming Events That
Require Alcohol Sales..... 3

LEGAL

Statement on Cooperative
Purchasing Agreements,
Cooperative Purchase Groups
and Quantity Discounting 4
Beer Production and
Water Usage Reporting 4

ENFORCEMENT

What Must Be Posted? 5
Just Say No...To
Underage Drinking 5

EDUCATION

Guidelines to Remember 6
Industry Events 6

BASSET

On Premise and Off
Premise Certifications..... 7

COMMUNITY

New and Events 8



Illinois Liquor Control Commission



This year the ILCC created a program “Cheers from Peers,” that recognizes ILCC employees that go above and beyond the call of service. We are pleased to announce our first winner of the 2022 Cheers from Peers Award.

Tara Womack has been with the state for over 21 years. Ms. Womack’s coworkers had a lot of nice compliments about her and her work. One of her coworkers stated, “She always goes above and beyond to help her coworkers in the Springfield Office, and she almost single handedly got the Agency in Springfield up and running as a separate entity in 2019.”

“If I ever have questions about anything I know I can get a fast and accurate response from Tara, and she ensures the Licensing division runs smoothly,” said the co-worker. “She regularly does more work than is required to make sure the Agency functions; especially during COVID when she has been a great resource for help with remote work.” We want to congratulate her!

GET TO KNOW ME!

1. *What’s your favorite TV show to binge watch?*
Anything on Netflix or Hulu, I like random shows
2. *What is your favorite game to play?*
Ship Captain and Crew – my daughter takes all my quarters
3. *What is your favorite way to spend your free time?*
At home with my family
4. *Do you have any unique family traditions?*
Not unique, but we plan a family vacation every year. This is time with my kids away from everyday life. We try to always go somewhere new.
5. *If you could instantly acquire one talent or ability, what would it be and why?*
The ability to not worry about the future. Take one day at a time and ENJOY IT! ENJOY the people in it. Make many memories.



ILCC News

Article suggestions are welcome!

The ILCC welcomes your input to enhance the ILCC News. If you have a suggestion for an article or topic or have a helpful hint to share with other licensees, please contact the ILCC’s Chicago Office.

ILCC News is published by the Illinois Liquor Control Commission for state liquor licensees, local government officials, industry associations, and related government agencies.

Managing Editor:
Lee Roupas

ILCC Website:
www.illinois.gov/ilcc

ILCC Email:
ILCC@illinois.gov

Chicago Office
50 West Washington
Suite 209
Chicago, IL 60602
Phone: 312.814.2206
Fax: 312.814.2241

Springfield Office
300 West Jefferson
Suite 300
Springfield, IL 62702
Phone: 217.782.2136
Fax: 217.524.1911

Published by the Authority
of the State of Illinois.
4/22 • 22-0993



Have any..

UPCOMING EVENTS

???

- Do you have an upcoming event that require alcohol sales?
- Did you know you could file for the license permit online, if you had one in previous years?

HOW TO APPLY FOR EVENT LICENSE COMPANY

65-7894125
123 MAIN STREET
ANYWHERE IL 12345

Welcome, Test
You last logged in on Friday, Feb 25, 2022 11:05:07 AM
Manage My Profile

Summary Action Center Settings More...

Liquor Control Commission
HOW TO APPLY FOR EVENT LICENSE COMPANY
123 MAIN ST
ANYWHERE IL 12345

Account
4A-0111318
Balance
\$0.00

Renew Liquor License

Enter Event information. This must be consistent with the Local Approval and Insurance Certificate.

Enter each date separately by clicking Add a Record.

Event Hours grid Record 1

Record 1 + Add a Record Copy Record Delete this Record

Date of event from 3/15/2022 Time from 08:00 AM to 3/15/2022 Time to 11:59 PM

Event address
EVENT LOCATION

City: EVENT CITY State: ILLINOIS Zip code: 12345-0000

Event theme: EVENT THEME

+ Add a Record Copy Record Delete this Record

ATTACHMENTS

NOTE: You are required to include the following attachments with your renewal. Use the Add button to select each attachment. The appropriate checkbox will be marked automatically for each selected attachment.

☐ Appointment Letter

☐ Brewers Notice

☒ Certificate of Insurance

☐ Certificate of Label Approval

☐ In State Manufacturer's Liquor License

☒ Local Authority Approval

☐ Local Liquor License

If applicable Local Liquor License Expiration Date Extension Authorization

The Local Approval must list the event location and date(s).

The Certificate of Insurance must list the event location and date(s).

Event applications can be found on our website <https://www2.illinois.gov/ilc/Pages/Applications.aspx> if this is the first time you are applying for one.



Statement on Cooperative Purchasing Agreements, Cooperative Purchase Groups and Quantity Discounting

LEGAL

The Illinois Liquor Control Act ("Act") requires wine and spirits Cooperative Purchasing Agreements, Cooperative Purchase Groups, and Quantity Discounting for Cooperatives to operate under express rules mandated by Sections 6-9.5, 6-9.10, and 6-9.15 of the Act.

The Commission has summarized the relevant Sections of the Act to help guide licensees on Cooperative Purchasing Agreements, Cooperative Purchase Groups, and Quantity Discounting. To learn more about the conditions and operational requirements of Cooperatives and Quantity Discounts for Cooperatives, [please click here](#).



Beer Production and Water Usage Reporting

Public Act 102-0442 amended the Illinois Liquor Control Act to require Class 1, Class 2, Class 3 Brewers, and Brew Pubs to submit a beer production and water usage report to the Illinois Liquor Control Commission ("ILCC") no less than quarterly. The ILCC has developed a simple online reporting procedure through the licensee MyTax account to facilitate quarterly reporting.

Each quarter, the entire reporting process from login to report submission should take only a few minutes. This electronic submission is intended to help brewers comply with the reporting requirements of the Illinois Liquor Control Act with minimal business disruption.

The ILCC will publish a detailed instruction guide to walk licensees through the reporting process. Quarterly reporting periods will be as follows:

Beer Production and Water Usage Period	Report Due Date
January 1 - March 31	April 15
April 1 - June 30	July 15
July 1 - September 30	October 15
October 1- December 31	January 15

Class 1, Class 2, Class 3 Brewers and Brew Pubs **should monitor the ILCC website for detailed instructions** on the online beer production and water usage reporting process.

[Brewer Production Report Instructions](#)



It can be confusing knowing what needs to be displayed in your business. Below is a helpful list of important documents, licenses, and signs that are required.

1. **ILCC liquor license** – This document is required to be framed and hung in plain view in a conspicuous place on the licensed premises. [Click here for instructions on how to print your ILCC license.](#)
2. **Local liquor license** – This document is not required by state law to be posted; however, it is highly recommended to be posted and may be required to be posted by local ordinance.
3. **Additional local licenses/certifications** – Each municipality or county has its own ordinances which regulate your business. You should consult with your local licensing authority to ensure that you have properly registered your business for all anticipated activities and to verify what additional licenses and/or certificates need to be displayed on premises.
4. **Illinois Department of Revenue Certificate(s) of Registration** – This document(s) is required by IDOR Administrative Code to be conspicuously displayed in the place of business to which it applies. You should be able to access your certificate(s) in your MyTaxIllinois account(s) under the correspondence tab.
5. **Pregnancy warning sign** – This sign is required to be framed and hung in plain view. [Click here to download a warning sign.](#)
6. **Human Trafficking Public Notice** – This sign is required to be posted in certain ILCC licensed business (see list below); however, you should feel free to post it even if you're not required to post it. The notice shall be posted in a conspicuous place near the public entrance, in all restrooms open to the public, or in another conspicuous location in clear view of the public and employees where similar notices are customarily posted. [Click here to download a warning sign.](#)
 - a. On premises or combined consumption retailers where the sale of alcoholic liquor is the principal business and primary to the sale of food
 - b. Adult entertainment facilities
 - c. Truck stops
 - d. Hotels and motels
 - e. Special Use Permit or Special Event Permit licensees
7. **90-Day Waiver.** If you have obtained a 90-day waiver, it must be posted in plain view in a conspicuous place on the licensed premises..

Just Say No...To Underage Drinking

Spring is here and more customers will be out and about. That means more customers in your businesses. With more customers come more underage people attempting to purchase alcohol. With that, it is important to stay familiar with the ways to spot and deal with underage persons.

There are a few tips and procedures that can help safeguard your business against underage alcohol sales.

- Always ask for a state ID or driver's license. Just because you think they look old enough doesn't mean they are. Having a policy that requires all alcohol purchasers provide identification means no one can make a judgement mistake when deciding whether to ask for ID.
- If presented with an ID that is suspicious, ask about details on the ID such as birthdate, address, weight listed, or restrictions.

- If the customer is wearing a mask, you may ask them to remove it momentarily to verify the person matches the ID photo.
- Make note of groups of customers. If one person attempts to order alcohol for the group, ask for ID from every person in the group.
- If you cannot comfortably verify the identification of the person, it is advisable to deny the sale. The penalties for selling to a person under the age of 21 can be severe and long-lasting.

Whether it is on-premise, off-premise, cocktails-to-go, or alcohol delivery, being diligent and professional will help you identify and deny sales to underage individuals.

One law that is on the books that gets violated the most is that it is prohibited to serve alcohol to intoxicated individuals.

Illinois, like 47 out of 50 U.S. states, have laws and penalties prohibiting the sale and service of alcohol to visibly intoxicated patrons at establishments, sports venues, and community events.

Serving alcohol to someone who is visibly intoxicated can result in Class A misdemeanor, \$2,500 fine and possible jail time. Other consequences are costly lawsuits, court cost, and legal fees.

Every server or seller trained in the BASSET program are taught to be observant of their guests, stay within law to avoid serving patrons that are impaired by alcohol. They are trained to observe the following signs and behaviors:

Appearance

- Bloodshot, glassy, or watery eyes
- Flushed face and sleep eyelids
- Blank stare

- Twitching or tremoring body
- Disoriented

Listening to the Speech

- Slurred speech
- Talking louder than normal
- Repetitive statements
- Going off on tangents
- Making irrational statements
- Slow responses to questions and conversation

Behavior

- Stumbling when walking
- Inability to perform routine tasks
- Extreme happiness or depression
- Careless with money and other objects
- Restless
- Invading someone's personal space

Use effective listening and visual cues to identify intoxicated patrons and discontinue service immediately.

2022 Industry Events and Awareness Months

April 2022

Alcohol Awareness Month

May 15, 2022

SAMHSA's National Prevention Week

August 2, 2022

National Night Out

September 2022

National Campus Safety Prevention Week

October 23-31, 2022

Red Ribbon Week

December 2022

National Impaired Driving Prevention Month



Determining the type of seller/server training that is needed in order sell and serve alcohol products may be confusing.

The Beverage Alcohol Sellers and Servers Education and Training (BASSET) Program offers two types of training certification tailored to the type of liquor serving establishment or venue that involves the sale and distribution of alcohol. The two types of training and certifications courses are the On Premise, and Off Premise. There are some distinct differences in each program, and the length of the training time is different. The On Premise requires four hours of training while the Off Premise is a three-hour training course.

To identify the distinctives between the two BASSET training courses; The On Premise training places a greater emphasize on intervention, prevention, verbal judo, and conflict management techniques. The training is geared for observing guests at a longer period throughout the customers' stay at a liquor serving establishment. The On Premise staff will have more time to make assessments of guests and possible alcohol related incidents to prevent.

The Off Premise training trains clerks and servers to be quicker at spotting signs of intoxication with a shorter (two or three minute) encounter with a customer at the point of sale. The Off Premise training emphasizes to be observant of "shoulder tapping" when a minor approaches someone over 21 years of age to purchase alcohol for them.

Both training courses properly train people to spot signs of intoxication, impaired behavior, proper carding procedures, and intervention.

Here is a list of establishments that fall in the two types of BASSET categories:

Establishments

On-Premise

Bars
Restaurants
Nightclubs
Taverns
Sports venues
Movie theaters
Banquet hall

Off-Premises

Liquor stores
Grocery stores
Gas stations
Convenience stores

For BASSET Providers and Trainers

At the end of the first quarter in 2022, there were over 20,000 students that have been BASSET certified. As more establishments are running to capacity, more workers are back on the job, are there are new hires at businesses around Illinois.

To keep the BASSET program running smoothly it is imperative for BASSET providers and trainers to stay within the guidelines of the law, and ILCC policies and procedures for proper reporting and execution of BASSET training to the alcoholic beverage industry.

When submitting student rosters, please include student email addresses in the event BASSET cards are returned to the Chicago office. Students will be given the link and student numbers to print their BASSET cards. Additionally, the BASSET students will be receiving, by email, the quarterly newsletter of the Illinois Liquor Control Commission, the ILCC News.

Updated spreadsheets are available and will be provided upon request. Please fill out completely all rows and columns. A BASSET card or roster will not be able to be processed if required information on the spreadsheet is not included. If you need a new spreadsheet, contact the BASSET email address at LCC.BASSET@illinois.gov.

BASSET providers and trainers should remind students to make copies of their BASSET cards, keep a copy on them, give a copy to their employer. Students should have their student numbers handy in the event they need to reprint their BASSET cards.

The BASSET Rules and Regulations require providers and trainers to issue temporary certificates that are good for 30 days and issue them student numbers. Inform trainees to allow **two to three weeks** to receive their BASSET certification cards in the mail.

The Commission is grateful to all the BASSET trainers training employees in the alcoholic beverage industry to keep Illinois safer and the hospitality industry thriving.

Remember, You ARE the program!

Order your ILCC materials

<https://www2.illinois.gov/ilcc/Pages/Order-Signage.aspx>

Students at a BASSET class in Morris picking up ILCC materials



Liquor Licensee Meeting in Marengo



Attendees in Marengo Checking Fake IDs



Union City Licensee Meeting



BASSET Program Manager Lee Roupas demonstrating proper techniques for checking IDs.

